

Job Specification Sheet

Editorial Section

Editor (Biological Specialist)

1. Has charge of outlining in advance, checking during ^{of} preparation, and completely editing after completion, such chapters as may be assigned to him.
2. For all JANIS chapters involving technical biological terminology (notably vegetation section of Military Geography, food ~~sections~~ of Resources, and all of Health), is responsible for correcting the technical terms and checking the Text for scientific consistency. and forest products
3. For any chapters assigned, but especially for Transportation, prepares aerial photographs for publication in JANIS supplements by determining the correct orientation, ascertaining and indicating the significant places shown in the photos, detecting the ^{and} correcting errors of labelling and marking, and writing the necessary captions.
4. Maintains liaison with high level research personnel of the contributing agency writing the assigned chapter, in order to assist them in preparing their material in accordance with the adopted editorial standards of JANIS.
5. Checks all incoming material for the assigned chapter.
6. Edits text of assigned chapter for arrangement (to conform ^{with} ~~to~~ adopted Outline Guide), for accuracy (against material in ^{other} chapters, against tables, maps, and charts submitted with the chapter), for clarity and brevity, and for conformity to JANIS standards regarding punctuation, abbreviations, symbols, etc. Makes corrections ~~to~~ and changes in text by proofreaders marks.
7. Selects photos and maps from those submitted for all chapters for use in his own, prepares specifications for the Graphic Section covering changes or corrections, size of reproduction, colors to be used, etc.
8. Prepares captions for all figures in conformity with adopted standards and makes a complete list of same for the Graphic Section.
9. Keys all figures and plans into the text by appropriate references and marks manuscript copy for figure placement.
10. Corrects spelling of all place names in text and figures in accordance with decisions of the Board of Geographical Names.
11. Edits the Brief of his chapter for inclusion in Chapter I.
12. Recommends changes in the Outline Guide for his chapter which will make for improvement, speed in preparation, or avoidance of duplication.
13. Answers proofreader's queries on galley and page proofs, and checks dummy for proper figure placement, text continuity, etc.
14. Recommends improvements in or additions to JANIS editorial standards.
15. Aids in editorial work on other chapters as assigned by Editor in Chief.

ARMY Declass/Release Instructions On File

This document is part of an integrated file. It separated from the file it must be subjected to individual systems review.

Editorial Section

Editor (Biological Specialist)

1. Has charge of outlining in advance, checking during preparation, and completely editing after completion, such chapters as may be assigned to him.
- 4 2. Maintains liaison with ~~high level research personnel at~~ *the contributing agency* ~~in order to assist them in preparing their material in accordance with the adopted editorial standards of JANIS.~~ *writing the assigned chapter,*
- 5 3. Checks all incoming material for the assigned chapter.
- 6 4. Edits text of assigned chapter for arrangement (to conform to adopted Outline Guide), for accuracy (against material in other chapters, against tables, maps, and charts submitted with the chapter), for clarity and brevity, and for conformity to JANIS standards regarding punctuation, abbreviations, symbols, etc. Makes corrections to and changes in text by proofreaders marks.
- 7 5. Selects photos and maps from those submitted for all chapters for use in his own, prepares specifications for the Graphic Section covering changes or corrections, size of reproduction, colors to be used, etc.
- 8 6. Prepares captions for all figures in conformity with adopted standards and makes a complete list of same for the Graphic Section.
- 9 7. Keys all figures and plans into the text by appropriate references and marks manuscript copy for figure placement.
- ~~8. Prepares a Table of Contents for his chapter.~~
- 10 8. Corrects spelling of all place names in text and figures in accordance with decisions of the Board on Geographic Names.
- ~~10. Numbers all pages of edited text consecutively and stamps each page with JANIS number and security classification.~~
11. Edits the Brief of his chapter for inclusion in Chapter I.
12. Recommends changes in the Outline Guide for his chapter which will make for improvement, speed in preparation, or avoidance of duplication.
13. Answers proofreader's queries on galley and page proofs, and checks dummy for proper figure placement, text continuity, etc.
14. Recommends improvements in or additions to JANIS editorial standards.
- 3 15. For any chapters assigned, but especially for Transportation, prepares aerial photographs for publication in JANIS supplements by determining the correct orientation, ascertaining and indicating the significant places shown in the photos, detecting and correcting errors of labelling and marking, and writing the necessary captions.
- 2 16. For all JANIS chapters involving technical biological terminology (notably vegetation section of Military Geography, food section of Resources, and all of Health), is responsible for correcting the technical terms and checking the text for scientific consistency.
- 15 17. Aids in editorial work on other chapters as assigned by Editor in Chief.

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

Editorial Section

Editor-in-Chief

1. Supervises all editorial work.
2. Makes chapter assignments to the various editors and establishes dead-lines for completion of chapters.
3. Reviews all edited chapters prior to submission to the Board.
4. Consults with Plans Officer on advance plans for each JANIS, including the selection of base map and areal subdivisions.
5. Makes decisions on editorial matters when consulted by editors.
6. Recommends changes and improvements in the Outline Guide for the various chapters.
7. Prepares memoranda to the Board on editorial matters for transmission to the contributing agencies.
8. Maintains a record of incoming JANIS material.
9. Maintains a record of editing progress and submits a weekly report covering such progress.
10. Establishes a list of standard editorial practices and makes additions thereto as problems arise.
11. Consults with heads of Graphic and Production Sections on matters dealing with the graphic improvement of JANIS and the speeding-up of its publication.
12. Supervises preparation of errata sheets and changes to published JANISES.
13. Submits specifications for and orders reproduction of photographs, maps, and charts by the Graphic Section.
14. Calls meetings of the editorial staff for the purpose of discussion of editorial matters and for instructing the editors on the standard policies decided upon.
15. Edits any chapter when necessity arises.
16. Prepares introductory material and supervises preparation of List of Effective Pages, Table of Contents, Gazetteer and Map Appraisal.

Incumbent - Lt. Comdr. D.J. Clinton, USNR. July 1945.

Since July 1945, Dr. Russell Meigs, State.